



The Village of Biscayne Park

600 NE 114th St., Biscayne Park, FL 33161
Telephone: 305-899-8000 Facsimile: 305 891 7241

DATE: April 10, 2020

TO: Mayor and Commissioners

FROM: David Hernandez, Interim Village Manager

RE: Weekly Manager's Report

IMPORTANT NOTE: The Manager is urging all of Village residents to "STAY HOME", only go out if it is ABSOLUTELY NECESSARY, keep practicing social distancing, remember to wash your hands often, observe proper cleaning and disinfecting measures and WEAR MASKS FACE COVERING shield when is outside.

NOTE: Garbage has increased 30% (thirty) per cent due to "Safer at Home" Emergency Order.

VILLAGE MANAGER:

- Village Mayor attended teleconference meeting with other municipalities' Mayors to discuss ongoing COVID-19 issues..
- The Manager is constantly briefing Commissioners in providing information over the phone and via e-mail to elected officials on the COVID-19 virus pandemic.
- The Manager worked with the Clerk on March 28 to prepare a draft agenda to be ready to have a virtual meeting via Zoom when called upon by Village Commission.
- Manager assisted in lien search with Code Compliance Officer.
- The Manager worked with Interim Village Attorney to create a Temporary Certificate of Re-Occupancy to facilitate realtors to obtain for potential closings.
- The Village continues to provide essential services as trash and bulk trash pickup, public works and police.
- The Manager established Zoom video conference and is in place for future Commission meeting.



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- Manager met with Public Works staff to assign the task as directed.
- The Manager has been working diligently with the Police Chief, Emergency Incident Commander during this COVID-19 pandemic.
- The Manager continues to communicate with Miami-Dade County Commissioner Sally Heyman's office to provide assistance if needed.
- The Manager continues to hold numerous telephone conference meetings with the Florida Department of Emergency Management and the Miami Dade County Emergency Management as to manage the COVID19 pandemic within our Village.
- The Manager has been in contact with various agencies in reference to the COVID-19 and continues to monitor with our Police Department and other outside agencies.
- The Manager recorded another public address thru YouTube place in email blast and NextDoor.
- All public meetings remain cancelled due to the COVID-19 until further notice.

VILLAGE CLERK:

- COVID-19
- Worked with Interim Village Manager to prepare a draft agenda to be ready when the Commissioners call for a Special Virtual Meeting.
- Continue working with the Interim Village Manager, David Hernandez on all communications going out to the residents of the Village of Biscayne Park.
- Worked with Mailan to mail out homemade masks, graciously provided to elderly residents of the Village of Biscayne Park by resident Judi Hamelburg.
- Working with Cesar Hernandez to implement Zoom tools for future Commission meeting.
- Responded to public records request on queue.
- Prepared and processed bills to be paid in conjunction with Mailan.
- Continuously answering e-mails and phone calls .



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- Continuously updating Village's website and sending e-mail blasts for residents of Village of Biscayne Park.
- Personnel - Payroll processing, timesheets and other documents provided to finance timely.
- Working with finance to answer request from auditors.

FINANCE:

Working with auditors on preliminary requests for information for the 2019 audit.

CODE ENFORCEMENT:

Due to COVID-19 pandemic the Code Enforcement activities has been suspended until further notice.

- Answered numerous e-mails and flagged emails to be reviewed when back to the office as per properties doing work without a permit.
- Will schedule a day next week to go into the office and respond to lien search requests.

BUILDING DEPARTMENT:

Due to COVID-19 pandemic the Building Permits activities has been suspended until further notice.

- Attended a conference call with the CRS Specialist to discuss the progress of Biscayne Park's application for the CRS.
- FEMA process may be delayed to receive the village's overall damage report. In light of the state of emergency we are pending of FEMA. Efforts are being made to full submit all documents required by the CRS guidelines to enter the program with the most points possible, which would result entering the program as a level 8 rather than 9 as the lower are rating the better it is for the village and its flood insurance premiums.

POLICE DEPARTMENT:

Police Department's Statistics for the Period

Total Cases: 15



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Total Cases by Category

Alarms:	3
Assists other Police Agencies:	0
Sick/Injured/Person:	2
Suspicious Person/Vehicle:	2
Information/Non-Criminal Investigations:	7
Repossession:	0
Residential Burglary:	0
Vehicle Burglary:	0
Domestic Dispute / Battery / Arrest:	1
Hit and Run:	0
Traffic Crash:	0
Grand Theft:	0
Stolen Vehicle:	0
Petit Theft:	0
Missing Person:	0
Criminal Mischief: Vehicle	0
Narcotics Arrest:	0
Fraud:	0
Identity Theft:	0
Traffic Arrest:	0
Traffic Citation Issued	0
Traffic Warning	0

Significant Activities:

- No crimes occurred last week; most serious incident Domestic Dispute.
- Continual phone contact with Senior Residents.
- Directives were distributed to all village officers to assist with pedestrian curfew and educating the community over the COVID-19 (coronavirus).
- Police Department continues to monitor the Coronavirus via Miami - Dade County Mayors Office, in conjunction with Miami - Dade Health Department and their E.O.C staff. We are in constant communication and being updated on the issue.
- Continued directed patrol initiative for all our officers to proactively prevent vehicle crimes throughout our village. "No reported incidents"



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- Updating and distributing new media releases via email to all residents and officers.
- The Emergency Incident Commander Chief Luis Cabrera continues to work in conjunction with State, County and other local municipalities for COVID-19.
- The Emergency Incident Commander is working constantly with the Interim City Manager.
- Ongoing working on public information You Tube Video reference COVID-19 for social media.
- Officers continue to monitor every thirty (30) minutes an active watch order at the Ed Burke Recreational Center and Park.
- Acquiring additional PPE equipment for law enforcement personnel.
- Worked with residents who volunteered to make mask for the elderly and special needs residents.
- Mailed out donated mask to the Senior Residents and Special Need Residents who reside within the Village of Biscayne Park.
- Acquired face shields for law enforcement personnel.

PARKS & RECREATION:

- Manager and staff monitored Recreation Center and Park closing.
- Manager completed yearly registration for FRPA Membership.
- Manager discussed online coarse opportunities with Osher Lifelong Learning Center Director.
- Manager continued formatting filing system for archiving.
- Staff continued internal projects focused on cleaning and organizing the recreation center.
- Weekly grounds and building maintenance.



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PUBLIC WORKS:

- Daily and weekly medain maintenance.
- Finished edging NE 6th avenue medians.
- Started trimming the (green island ficus) hedges on NE 6th avenue.
- Resumed street repairs (potholes and alligator bites etc.) throughout the Village.
- Watered landscaping throughout the Village of Biscayne Park.
- Trimmed back (cut) vegetation blocking roadsigns on NE Griffing Blvd <SB> to 115th street and where Griffing meets 6ave.
- Added delineators along NE 6th Ave and 114th Street o avoid vehicles crossing at NE 114th Street.
- Cesar Hernandez:
 - Working on producing video statement at Log Cabin.
 - Continues following up Waste Pro complainings.
 - Continue doing special inspections by directive of Village Manager.
 - Continues providing assistance for implementation of Zoom.

Wishing everyone a great weekend!